Request for Applications

Leadership Development and Advocacy Training in Rural Areas

RFA No. 2022-08 | May 12, 2022

TEXAS COUNCIL for DEVELOPMENTAL DISABILITIES

Webinar Agenda

- Welcome and Introduction

- Project Overview

- RFA Timeline (Important Dates)

- Application Overview

- Application Submission Requirements

- Evaluation Process

- Wrap Up/Concluding Remarks

TCDD

About TCDD

- The Texas Council for Developmental Disabilities (TCDD) is a state agency that is 100% federally-funded.

- TCDD's mission is to create change so that all people with disabilities are fully included in their communities and exercise control over their own lives.

- While TCDD staff is responsible for the execution, the Council makes all final decisions—including which projects will receive funding and how the funding will be allocated.

https://tcdd.texas.gov

TCDD

Purpose

To advance opportunities for more people with developmental disabilities (DD), their families, and other professionals to become skilled disability advocates and leaders in rural communities across Texas.

By the end of this webinar, applicants will understand:
- project scope, award limit, and eligibility criteria,
- budget composition and evaluation requirements, and
- how to apply and other application requirements

Who May Apply?
- Local self-advocacy groups,
- government agencies,
- nonprofits, colleges and universities,
- faith-based institutions,
- technical and/or professional schools, and
- for profit businesses.

Who May Not Apply?
- Organizations in rural areas who have had a prior leadership and advocacy training grant with TCDD will not be eligible.

Leadership Development & Advocacy Training in Rural Areas

Background & Rationale:

- TCDD demonstrates that through self-advocacy, people with DD and their families have more impact on their own situations.
- Self-advocates and family members provide important knowledge, experience, and skills.
- A rural area is defined as a population, housing, and territory not included within an urbanized area or urban cluster.
- Nearly one-quarter of Texans across the state's 254 counties live in rural areas.
- More people live in rural areas in Texas than in any other state in the nation.
- Texas needs to recruit and provide culturally appropriate training to those who are African American, Latino and Latina, Native American, or Asian.

Visit: https://tcdd.texas.gov/grants/funding-available/ for more information

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Leadership Development & Advocacy Training in Rural Areas

Award Limit
- $75,000 for up to four organizations for up to five years

Project Description & Milestones:

Expected Outcomes: Grantees will provide leadership development and advocacy skills training for **at least 30 people each year**.

Applicants to this RFA must describe:

- the contents of the proposed project,

- the participants to be included,

- specific training goals, and

- how the program will be delivered.

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Leadership Development & Advocacy Training in Rural Areas

Engagement & Project Description

Grantees may use existing curricula or develop unique programs based on local or organizational needs.

Project participants should have opportunities to use advocacy skills in service planning discussions and in conversations with policy decision-makers.

Grantees will be required to follow up and report on participants' activities.

Projects will be **required** to conduct evaluations that can **provide TCDD with the following information, at a minimum:**

- Number of participants trained
- Number of participants who reported increasing their individual self-advocacy
- The types of activities participants engaged in using their training
- Number of participants who participated in group advocacy efforts

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Leadership Development & Advocacy Training in Rural Areas

Activity Examples/Training Topics

Here are some examples of training topics that may be included in a project:

- History of the disability rights movement and civil rights
- Principles of self-determination
- Strategies to find and access necessary services and supports
- Development of individual leadership and self-advocacy skills, including public speaking and storytelling
- Activities to promote peer support
- Activities to provide input on public policy and legislative initiatives
- Training to support involvement in workgroups, boards, and commissions at the local, state, and national levels

Visit: https://tcdd.texas.gov/grants for more information

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Project Continuity for Advocacy

- Grantees must obtain contact information from participants so TCDD can connect with trainees on advocacy activities and outcomes and provide information about statewide and local advocacy opportunities.

- Grantees should also identify individuals interested in ongoing advocacy, advanced training, or service on a board or committee.

- Participants can opt out of sharing this information.

Visit: https://tcdd.texas.gov/grants for more information

Project Budget

What is important to know about the budget?

- The grant budget period is up to five years.

- Funds awarded for a project may be used only as described in the approved workplan budget and within the budget period as awarded.

- Any award resulting from this RFA will be funded on a cost reimbursement basis, which requires the grantee to initially pay for project activities using its own funds and then receive reimbursement from TCDD.

- **All costs must be reasonable, allowable, allocable**; and supported by adequate documentation. Grantees must comply with the Code of Federal Regulations, Title 45, Part 75.

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Project Budget

Is the cost reasonable?

(See 45 CFR §75.404)

- Cost does not exceed that which would be incurred by a prudent person under the circumstances

- The cost is of a type generally recognized as ordinary and necessary for the organization's operation

- Sound business practices; arm's-length bargaining; Federal, state, local, tribal, and other laws and regulations; and terms and conditions of the award

- Alignment with market prices for comparable goods or services for the geographic area

- No significant deviation from the organization's established practices and policies regarding the incurrence of costs.

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Project Budget

Is the cost allowable?

- Is necessary, reasonable for the performance of the Federal award, and be allocable

- Conforms to the Federal principles and the award

- Is consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the organization

- Is consistently treated as either a direct or an indirect cost

- Is determined in accordance with generally accepted accounting principles (GAAP)

- Is not included as a cost or matching requirements of any other federally-financed program in either the current or a prior period [see also §75.306(b)]

- Is adequately documented (see also §§75.300 through 75.309)

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Project Budget

Is the cost allocable?

- A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received. This standard is met if the cost:
  - Is incurred specifically for the Federal award;
  - Benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
  - Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award in accordance with the principles in this subpart.
  - Reference 45 CFR §75.405

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Project Budget

What is match?

Match (Cost Sharing): Grantees must provide a matching contribution each year.

- **Cash** match includes funds contributed by the grantee and/or partner organizations, or donations from third parties.

- **In-kind** match includes the value of personnel, volunteer time, goods, services, direct costs, and indirect costs. All match, both cash and in-kind, can only come from non-federal sources (also referred to as "cost share").

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Project Budget

What can be counted as match?

Match (Cost Sharing): Grantees must provide a matching contribution each year.

- Match may include:
  - funding from non-federal sources
  - volunteer hours
  - other "in-kind" donations (e.g., office space, utilities)
  - Indirect costs above 10% (based on an approved negotiated rate – see 45 CFR, §§ 75.412 – 75.415)

- Match may *not* include:
  - other federal funds
  - items or funds that are used for match for another federally funded project

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Project Budget

How much match is required?

Match Amount: All projects must contribute at least 25% to the total project budget. If projects will conduct activities in underserved poverty areas, they may be eligible for a reduced match amount.

- Non-poverty counties: non-federal matching funds of at least 25% of total project costs are required for project activities in counties not federally designated as poverty areas

- Poverty counties : non-federal matching funds of at least 10% of the total project costs are allowed for project activities in designated poverty areas. Poverty counties are counties in which at least 20% of the people in the county live in poverty.

Note: A list of the Poverty Counties in Texas and a TCDD Match Calculator is found on the TCDD website on the **How To Apply** page under *Resources*.

TCDD Match Calculator

TCDD (Federal) Grants Funds:	$ 50,000

Non-Poverty Counties:	Dollar Value of match required= TCDD (federal) funds / 3		**Poverty Counties:**	Dollar Value of match required= TCDD (federal) funds / 9
	"3" is the Equivalent to 75% of the grant			"9" is equvalent to 90% of the grant
Number of Non-Poverty Counties:	167	For state-wide projects, this number should be 167 counties	Number of Poverty Counties:	87	For state-wide projects, this number should be 87 counties
Formula:	$ 50,000 / 3		Formula:	$ 50,000 / 9
Match Required:	$ 16,667		Match Required:	$ 5,556
Total Project:	$ 66,667		Total Project:	$ 55,556

Non-Poverty and Poverty Combined:

[(Dollar value of match required= TCDD (federal) funds / 3) x (# of Non-Poverty Counties)] + [(Dollar value of match required= TCDD (federal) funds / 9) x (# of Poverty Counties)]

Total number of different counties

Total number of different counties:	254	(For state-wide projects, this number should equal 254 counties)
Combined Total Match required:	$ 12,861	
Total Project:	$ 62,861	

You can access the TCDD Match Calculator on TCDD's website on the **How To Apply** page under *Resources*.

Project Budget

What makes up the project budget?

Budget Summary: The budget summary will reflect the overall line-item totals from the budget completed for this grant application.

Budget Detail: All line items require justification, detailed methodology, and calculations for funds requested from TCDD and match funds. Applicant must explain why each item in the budget detail is necessary and how it relates to the project goal/objective/activity.

Cost Allocation Plan (if applicable): Formal written document that defines the methods to be used to distribute costs that benefit more than one agency activity or program. If any of the costs included in your budget will benefit more than one agency activity or program, you must submit your agency's cost allocation plan.

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Entire Grant Application

What makes up the complete application?

- **About Your Organization**

- **About Your Project - Activities, Outcomes, Partners, Staff**

- **Project Workplan**

- **Proposed Project Budget**

  - General Budget Information
  - Project Budget Summary
  - Budget Detail - Justification and Methodologies
  - Cost Allocation Plan – if applicable

- **Letters of Support** (optional)

- **Note:** The application must be appropriately signed by an authorized agency representative before being submitted.

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Evaluation Process

How are the applications reviewed and evaluated?

Initial Screening: checks for compliance with the requirements of the RFA and ensures that all sections are complete

External Reviewers: panel review by independent reviewers with expertise related to project scope to determine:

- quality of the proposed plan,
- feasibility of completing the plan, and
- how well the proposed project aligns with the TCDD State Plan goals and objectives.

Executive Committee Review and Decision: TCDD Executive Committee review of results of the evaluations; makes final funding decisions. Past performance is considered for applicants that were former grantees in the last five years.

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How to Apply

How must the application be submitted?

TCDD uses an online application tool called **SMApply** to receive applications for RFAs. In SMApply, applicants submit their applications by entering information and uploading documents.

All application activities are done in SMApply. Applications submitted by any other method (e.g., mail, email, hand-delivery, facsimile, telephone) will NOT be considered. The link to the SMApply application is found in the RFA announcement under:

How to Apply
Proposals must be submitted through SM Apply. To learn more about TCDD's RFAs, including the application process and what is required of grantees, visit the How to Apply webpage.

Note: Applications must be received by TCDD **no later than the stated deadline** to submit applications.

Application Deadlines

Leadership Development and Advocacy Training in Rural Areas

The deadline for this RFA:

- Applications received by 11:59 p.m. CT on **May 27, 2022,** may be reviewed at the August 2022 Council Meeting.

Applications will not be accepted outside of these due dates. Review dates are subject to change.

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RFA Timeline

Important Dates to Remember

Deadline to Submit Applications

- Applications must be <u>received</u> by TCDD no later than **11:59 p.m.** Central Time on **May 27, 2022,** for the August Council Meeting.

Deadline to Submit Questions

- Email all questions regarding this RFA to <u>apply@tcdd.texas.gov.</u> The estimated date for posting questions and answers for this RFA is **May 20, 2022**.

- **TCDD will notify applicants about decisions** following TCDD's August 2022 Council.

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RFA Inquiries

What if I have questions about this RFA?

Email inquiries to:
Apply@tcdd.texas.gov

Note: Please reference *Leadership Development and Advocacy Training in Rural Areas.*

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